



Non-Profit Org.
U.S. Postage
PAID
Tomales, CA 94971
PERMIT NO. 7

PO BOX 303 Tomales, CA 94971

BOARD of DIRECTORS for 2016

BILL BONINI : President

DEBORAH PARRISH : Vice President

DONNA CLAVAUD

DRU FALLON O'NEILL

PETER MACLAIRD

GENERAL MANAGER : JOSE ORTIZ

SECRETARY : CYNTHIA HAMMOND

FINANCIALS : MELINDA BELL

DISTRICT OFFICE : 707 . 878 . 2767

OPERATOR : Phillips and Associates

WEBSITE : www.tomalescsd.ca.gov

NEWSLETTER : Lisbeth Koelker / layout
Donna Clavaud / edit

POSTAL PATRON
TOMALES, CA
94971

Financial Advisory Committee News:

We've had a busy and productive year as we steered a course through some major internal changes at TVCSD. The following are highlights of our work:

- FAC coordinated the RFP (Request for Proposal) search for General Manager, Financial Services and Administrative Support and spearheaded the development of a Board-approved standard service contract to use for contract services. Three new staff are now offering contract services to TVCSD using the standard contract with specific scopes of work.

- FAC also wrote an RFP and subsequently recommended the third party firm, Matrix Consulting, to the Board for approval to conduct an Efficiency Audit, which is now complete with a district-wide analysis, evaluation and set of recommendations to increase efficiency.

- FAC elected Melinda Bell, Financial Services to join the committee and act as FAC chairperson.

- FAC continues to develop policies for a TVCSD Policy Manual and the Board has approved new policies for General Finances, Capital Improvement Projects and Reserves. FAC members are currently working on Accounting Policies and Procedures and Personnel Policies.

- Work is underway to present draft Budgets for 2016-17 for both Park and Sewer Budgets at the April Board Meeting. We have been working closely with our general manager to determine upcoming income and expenses.

The members of the FAC are currently Melinda Bell, Financial Services and FAC chairperson; Deborah Parrish, board member; Donna Clavaud, board member and FAC secretary; Venta Leon; and Chick Petersen. Meetings are held the 3rd Monday of the month at 6:30pm at the Tomales Town Hall. Meeting Notices are posted at the post office, at the TVCSD office and on the TVCSD website.

by Donna Clavaud, FAC secretary



PARK SPRING CLEANING 10 - 2 SAT APRIL 16
Lunch + tools provided. Bring whatever else you want or need.



NEWSLETTER

Spring 2016 Number 39

Message from the TVCSD board president :

I'd like to extend a special welcome to TVCSD's three new part time staff that include Jose Ortiz, General Manager; Melinda Bell, Financial Services; and Cynthia Hammond, Administrative Support. A sincere welcome is also due to local residents who have newly volunteered to be seated as TVCSD Board of Directors: Donna Clavaud, Dru Fallon O'Neill, and Peter MacLaird who join Deborah Parrish, serving as board vice president, and myself.

I'd also like to thank out-going Board Directors Patty Oku and Sue Sims for their years of service to TVCSD and our constituency. It is volunteers residing in the district that make local government even possible and it is both a privilege and hard work; however, with special district governance training, clear TVCSD goals and a common vision, we work together to represent you.

The past year has seen some major internal changes within TVCSD, and as we launch a new era at TVCSD, there are significant accomplishments to acknowledge that build on a successful history of our special services district, one that is locally governed by elected community ratepayers and managed by contracted professionals to keep our sewer system and community park well maintained and financially sustainable now and into the future. Here are highlights achieved:

- The completion of a third party Efficiency Audit of the entire district to measure performance standards and efficiency; priority recommendations are currently being implemented.
- Competitive bids resulted in contracts for part time staff to insure a separation of duties to guarantee transparency of functions.
- Began TV inspection of our 48-year old collection lines to determine condition; first ½ mile look very good.

- To date, have avoided any significant rate increases by holding annual costs down.
 - Beginning to implement necessary and added upgrades to Park with secured Measure A funding for the next nine years.
- Looking forward, we are working in committees and at Board meetings to build our internal organization with a TVCSD Policy Manual, Accounting Policies and Procedures, a new 5-year Strategic Plan, a 5 and 10-year Financial Plan, and a CIP and Financial Reserve Program. We are proceeding step by step. We are currently working on our Sewer and Park Draft Budgets for 2016-17 and will be holding a Public Hearing in June. We encourage you to participate by attending any Board and Standing Committee meetings. We seek your input!
- In sum, we are fine tuning TVCSD for increased sustainability! In preparing for the near future, we are streamlining services, strengthening checks and balances, setting aside funds for future and necessary repairs and upgrades, and keeping our sewer plant and community park running small and smoothly for all users.

by Bill Bonini, TVCSD board president

TVCS D WEBSITE www.tomalescsd.ca.gov

Our TVCSD website is available for up-to-date district information regarding meetings, district documents, including the monthly meeting agendas and board packets, and archival information. Meeting agendas and board packets are posted at least 72 hours prior to meetings and are available to read online or download in pdf form. Archival board minutes date back to 2009. The website is updated to reflect meeting schedules and as new information is available.

by Walter Earle, webmaster
walter@mostlynatives.com

TVCSO BOARD MEMBER PROFILES:

Bill Bonini, board president

and Park Advisory Committee member

Bill is a third-generation native son of Tomales and has lived here most of his life. The William Tell Tavern was owned by his family for generations until its sale in the early 1990's. Bill is a licensed building contractor and owns a home he built himself and his family owns numerous other residential and commercial properties in the village.

He has a keen head for business and joined the TVCSO Board two years ago because he cares about Tomales and because he feels he can make a difference in getting the work done to run the district efficiently. He has served as President for the past 2 years and was just re-elected for 2 more years.

In his spare time, he is usually working, although he is never too busy to stop and chat with neighbors and friends alike, and is known for his magnanimous character and his dedication to Tomales.

Deborah Parrish, board vice president

and Financial Advisory Committee member

Deborah has lived in Tomales since 2006 and joined the TVCSO Board two years ago.

She was born in the Lone Star State, the fifth generation of rebellious and independent cattle ranchers homesteading the vast Texas plains. At thirty, she packed up her little red car and drove westward, never looking back.

She brings 20 years of experience as a business consultant for strategic and financial planning to TVCSO. Her keen ability is to shepherd companies and their leaders through profound transformation, helping people and their organizations recover, reinvent and/or grow their businesses.

She facilitated TVCSO's first 5-year strategic planning process, and since joining the TVCSO board, has demonstrated leadership in the development of policies and procedures, a competitive bidding process, and increased transparency and clarity to the annual budget process.

She now enjoys her empty nest with her husband Chick, giving her plenty of time for her other passion, capturing life through photography. She often volunteers to support local community groups, live music and youth development programs.

Donna Clavaud, new TVCSO board member

and Financial Advisory Committee member

Donna has lived in Tomales for 26 years and was recently elected to the Board after serving on FAC for four years. She is retired from a career in non-profit development and management, where she served the Kashaya Pomo, CA farmworkers, SE Asian refugees, Peace Corps Volunteers, disabled workers, and those experiencing homelessness. As a local fundraiser, she has raised monies to maintain and purchase Tomales Community Park, the Tomales water tank and hydrant expansion, and The Annual Tomales Farm & Flea Market THS Scholarship Fund. Over the years, she has raised over \$ 2M for Bay Area community programs and projects. She has been a key leader in the impetus for the Dillon Beach Community Plan and the 1997 Tomales Community Plan. In 1987 she co-wrote a study called "Living and Working in West Marin", which looked at the state of the economy and jobs in 14 unincorporated villages. She is hoping to contribute to the development of the TVCSO Policy Manual, a 5-year and a 10-year financial and strategic plan; and efforts to increase transparency and participation by and for community residents, ratepayers and all stakeholders. She lives with her partner Marc and their grown daughter Kelly, and can either be found cooking and baking or in their vegetable garden with home-raised bees buzzing all around.

Peter MacLaird, new TVCSO board member

Peter has called Tomales his home since 2000 and since 1979 has been the owner of SF's Embarcadero Automotive, Inc. He brings his experience in business and technical skills to the TVCSO board table and is a champion of small town local control and efficiently run organizations and operations. He has been active in local ad hoc efforts to contain TVCSO costs and increase participation and transparency to the Tomales community, ratepayers and all stakeholders, whether they be our SUSD partner, contractors or customers.

Peter and his wife Bonnie split their time between Tomales and their casa in San Miguel de Allende in Mexico. Peter enjoys gardening, cooking, travelling and time with family and friends.



**PARK SPRING CLEANING 10 - 2
SAT APR 16 Join in the fun !**

Dru Fallon O'Neill, new TVCSD board member

Dru has lived in Tomales for the past 11 years and since 1997 has worked for the Golden Gate Bridge Highway and Transportation District as a Dispatcher. She has been involved with Founder's Day since 2005, helping arrange, organize and announce the parade. Her husband Bob spends most of his time in Amador County, where they have an antiques business in Sutter Creek.

Dru is no stranger to small town life. She has brought hometown values with her to Tomales, from growing up in the scenic CA foothills of Sutter Creek, known as the jewel of the Motherlode. Her dad served on the city council when the town was addressing and improving their sewer system during the late 60's and early 70's. She learned that the symbiosis of responsible governing within a small town is to balance fiscal duties, to preserve the present with an eye to the future, and to communicate and define goals in partnership with the community. Her goal for working on the TVCSD Board is to continue the quality service that people before her have worked for and provided, while keeping value and costs under control.

PARK ADVISORY COMMITTEE NEWS :

Thanks to the passage of Marin County's Measure A sales tax for the rehabilitation and maintenance of recreational parks and open space, TVCSD and the PAC are moving ahead for a complete redo of our deteriorating gazebo. Plans are almost through the Marin County planning process.

We are also adding an ADA drinking fountain near the bathrooms.

We have recently installed spring-loaded water faucets in the bathroom to conserve water.

We hope to install a park entry gate with signage, finish the play areas with disability ramp access, and repair the roof and siding on the water tower. The PAC includes Margaret Graham as chairperson, Brian Lamoreaux as secretary, Walter Earle, Patty Oku, and Lisbeth Koelker; and representing the TVCSD Board is Bill Bonini, board president. Meetings are every fourth Monday of the month, 6:30pm at the Presbyterian Church. The public is always encouraged and welcome to attend.

by Margaret Graham, chairperson

NEW TVCSD STAFF PROFILES:

Jose Ortiz, TVCSD general manager, joined us as a part time contractor in December of 2015. He is a professional civil engineer providing services in the waste and water resources field for more than 30 years. With over 22 years of experience at the Santa Clara Valley Water District, he is uniquely qualified to provide professional services in management, planning, operation and maintenance. He has the keen ability to work closely with clients to quickly meet their needs with efficient and workable solutions. He consulted with TVCSD during the plant improvement phase so is familiar with our system. Jose L. Ortiz Consulting is a minority-owned, Small and Disabled Veteran Business.

Jose is married, lives in Vacaville and has a grown daughter and son. He enjoys the outdoors, sports, cooking and the company of good friends. He looks forward to getting to know members of the Tomales community.

Melinda Bell, TVCSD financial services manager, lives in Dillon Beach and joined us as a part time contractor last summer. She's a CPA who contracts with West Marin non-profits over the past eleven years. Prior to that she managed accounting and financial reporting for 20 years with a library service district and then with two cities in Southern CA. One of the cities, Oceanside, has over 35,000 sewer customers. The Palos Verdes Library District is an independent special district governed like TVCSD.

Melinda and her husband have two children and four grandchildren who live in the greater Bay Area. She enjoys time with family, gardening with deer, good restaurants, working puzzles and reading. They travel occasionally, but it's hard to find the time.

Cynthia Hammond, TVCSD administrative support services, lives in Inverness and joined TVCSD part time in September, 2015. A graduate of University of Arizona with a BFA degree in Graphic Design, she relocated to SF, until she discovered West Marin and has lived here for the past 34 years, raising her son who graduated from THS. Cynthia also works part time for West Marin Senior Services and is responsible for TVCSD meeting minutes, records, board packets and various other district office support. Her hobbies include organic gardening, canning, foraging wild mushrooms, swimming, cooking, and anything that has to do with the beach.